WAKEFIELD HIGH SCHOOL

ADMINISTRATIVE MEMO # 7

TO: All Staff Members

FROM: Harold M. Wilson

Subject: Information Program for Students at Hoffman-Boston

A series of activities will be conducted (starting in January) in order that students at Hoffman-Boston High School who will be transferred to Wakefield next fall, will have the information that they need to take advantage of the Wakefield program. Some of these are suggested below to indicate the nature of activities that are planned

Week of Jan. 6th -	SCA appoint committee of five students to work with Dr. Wilson.
Week of Jan. 13th -	Committee and Dr. Wilson meet with Hoffman-Boston leaders at Hoffman-Boston. Mr. Campbell, Mr. Gibson, Mr. Renz and Dr. Wilson meet with Hoffman-Boston administrative and counselling staff concerning student scheduling for 1964-65.
Week of Jan. 20th-	Hoffman-Boston student leaders and Mr. Richardson meet at Wakefield with Wakefield SCA special comm. Former students of Hoffman-Boston who are now at Wakefield to be added to this special committee.
29th Jan.	Parents of Hoffman-Boston 10th and 11th grade students meet in room 102 at Wakefield to review scheduling procedures and tour building (parents of Wakefield 10th and 11th grade students will have participated in a similar meeting in divisions on 27 January).
3 February	Scheduling activities begin in both schools.
4 February	Meeting of parents of 9th grade students from all of the Junior High Schools sending students to Wakefield (this will include Hoffman-Boston parents).

Week of 10 Feb. Enlarged SCA student committee and Dr. Wilson to Hoffman-Boston for a meeting concerned with the instructional program - a question and answer exchange with interested Hoffman Boston students. Mr. Blackwood will help with this.

During February both Mr. Campbell and Mr. Gibson will work as needed at H-B. As soon as possible, the Hoffman-Boston staff members who will be transferring to Wakefield are to be identified. When this is accomplished, they will need to become more familiar with our program and grouping requirements and will help in grouping students. The grouping and scheduling must be completed by 20 March.

During late March and early April, the student committee, assisted by others on the Wakefield staff, will continue to provide information concerning clubs, student activities, athletics, class rings, etc.

In early April, Hoffman-Boston students will be brought to Wakefield for a tour of the building and for an orientation program in the auditorium.

The advice and help of the staff will be needed to conduct this program. As it progresses, any suggestions that you have will be appreciated. The emphasis will be placed on information and orientation - dramatic displays or large scale exchange of students or student performances are not part of the program.

January 15, 1963 typo
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